

CAPITAL LOAN AGREEMENT CHECKLIST
(The following is Needed Prior to Preparation & Execution)

<u>Required</u>	<u>Date Received</u>
<input type="checkbox"/> 1. Name of Borrower	_____
<input type="checkbox"/> 2. Address of principle place of business of borrower	_____
<input type="checkbox"/> 3. Proof of non-profit federal tax status	_____
<input type="checkbox"/> 4. Name of president of borrower	_____
<input type="checkbox"/> 5. Name of Corporate secretary of borrower	_____
<input type="checkbox"/> 6. Address of property for which loan is made	_____
<input type="checkbox"/> 7. Legal description of property and location	_____
<input type="checkbox"/> 8. Amount of loan	_____
<input type="checkbox"/> 9. Term of loan including date of first and last payments) and amount of first Payment	_____
<input type="checkbox"/> 10. Name and address of first mortgagee, if applicable	_____
<input type="checkbox"/> 11. Date and original principal amount of first mortgage	_____
<input type="checkbox"/> 12. DMR loan application	_____
<input type="checkbox"/> 13. Project description including list of renovations, etc.	_____
<input type="checkbox"/> 14. Project development budget	_____
<input type="checkbox"/> 15. Project schedule including completion date	_____
<input type="checkbox"/> 16. Disbursement schedule regarding loan proceeds	_____
<input type="checkbox"/> 17. Percentage of beds to be reserved for DMR referrals	_____
<input type="checkbox"/> 18. Name and address of general contractor	_____
<input type="checkbox"/> 19. Name and address of architect	_____
<input type="checkbox"/> 20. Description of architect's plans by reference to date and plan number	_____
<input type="checkbox"/> 21. Copy of architect's plans, descriptions and specifications	_____
<input type="checkbox"/> 22. Copy of architect's contract	_____

Required**Date Received**

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| <input type="checkbox"/> 23. | Copy of general contractor's contract | _____ |
| <input type="checkbox"/> 24. | Appraisal of real property | _____ |
| <input type="checkbox"/> 25. | Appraisal of personal property | _____ |
| <input type="checkbox"/> 26. | Purchase and sale agreement for property if not already owned by borrower. | _____ |
| <input type="checkbox"/> 27. | Itemized plan of acquisition and installation of all furnishings and | _____ |
| <input type="checkbox"/> 28. | Equipment to be used for operation of premises as a community residential facility. | _____ |
| <input type="checkbox"/> 29. | Financial statement for latest fiscal year | _____ |
| <input type="checkbox"/> 30. | Favorable recommendation of project by Regional Director of DMR re: nature, details, location of property and condition of clients to reside at facility | _____ |
| <input type="checkbox"/> 31. | Request by DMR to the Office of the Attorney General to prepare Capital Loan Agreement | _____ |
| <input type="checkbox"/> 32. | Name and address of borrower's attorney | _____ |